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Rec. Mgmt 10.

Chief, Administrative Staff,
Office of Central Reference

23 September 1953

Chief, Records Management Staff

Records Management Orientation

1. I am pleased to acknowledge the designations of Mr. [redacted] to the positions of Area Records Officer and Assistant Area Records Officer respectively for the Office of Central Reference. 25X1

2. We provide newly designated Records Officers with orientation in the various elements of the Records Management Program. From a discussion with [redacted] and from background knowledge on the OCR Records Management Program, I would suggest an orientation schedule along the following general lines: 25X1

Program Element	No. of Hours
a. Overall Program Concept, Development and Administration; laws and Regulations.	8
b. Forms Management	8
c. Reports and Correspondence Management	4
d. File Classification Plans	4
e. Specialized Filing Practices and Equipment	8
f. Records Center and VM Operations	8
Total	40

10/6

25X1 [redacted] states 0900 Monday 10/13 will be fine for first session with her and [redacted] 25X1

Jim H

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3. We of course can schedule this orientation to suit the convenience of [redacted] I would suggest, however, that if at all possible they be scheduled together, and that the 40 hours of orientation be completed within a two week period. 25X1

4. I will be glad to discuss this training further with you.

[redacted] 25X1

Distribution:
Original & 1 - Addressee
1 - RMS (Records Mgmt. 10)
1 - [redacted] 25X1
1 - [redacted]
1 - [redacted]

25X1 [redacted]

Mgt/S/R [redacted] :fjm (23 Sep '58)

9/23/58

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